



Alabama Department of Youth Services School District REQUEST FOR PROPOSAL for SPEECH AND LANGUAGE THERAPY SERVICES

PROJECT OVERVIEW

The Alabama Department of Youth Services School District operates within the Alabama Department of Youth Services, a state agency responsible for youth who are committed by the state's juvenile court, providing a comprehensive educational program. The school district is seeking proposals from qualified vendors to provide speech and language services for students enrolled at:

- McNeel School on the Vacca campus located at 8950 Roebuck Blvd, Birmingham, AL 35206
- Wallace School on the Mt. Meigs campus located at 1000 Industrial School Road, Mt. Meigs, AL 36057.

QUALIFICATIONS

Each person within the entity, who provides direct services, must have a valid license in speech-language pathology within the state of Alabama. In addition, the vendor (and/or direct provider) must be knowledgeable of special education laws and special education processes to include the Alabama Administrative Code, IDEIA and *Mastering the Maze*.

Provision of Services

The vendor who is selected will be expected to provide the following services, at a minimum:

- Assess and diagnose speech and language disorders of students for initial evaluations and continued eligibility for special education
- Interpret assessment data and convey implications to members of the Individualized Education Program (IEP) team
- Provide direct and indirect special education services to students who have IEP speech and language goals or require related services
- Conduct speech and language screenings, as needed
- Assist in writing and developing IEP goals
- Collaborate and consult with special education teachers/case managers and school district staff as a professional resource to address students' IEP goals
- Monitor, assess and maintain a record of students' progress
- Maintain positive rapport with students and a productive educational setting in practice
- Prompt response(s) to transient needs based on student enrollment
- Engage in professional development opportunities that promote the best practices and approach to treatment
- Maintain strong oral and written communication skills

Professional Development

Documentation of current licensure is required and must be maintained for the duration of the contract. Even more, the vendor is expected to pursue opportunities for professional growth to broaden his/her knowledge and proficiency in the field; however, professional development will be the sole responsibility of the vendor.

Department Training

The Department of Youth Services requires initial training for all professionals who provide direct services to students. These trainings include an orientation to the facility, an awareness of the department's policy and procedures and education on pertinent laws; segments of the training may be required annually. Upon a contract being awarded, the trainings will be scheduled.

CONTRACT TERM

The contract term is for a period beginning October 1, 2019 and ending August 31, 2020. Thereafter, renewals of the contract, as agreed upon by both parties, may be made at one year intervals.

CONTENT OF PROPOSAL

Proposals should be presented in a clear and concise format on standard, letter size paper and should contain the following:

- ☐ Organizational Structure of the entity, including the name of key personnel and their role within the organization
- ☐ Relative experience and educational background in the area of service that will be provided for each individual providing the services (A resume is sufficient).
- ☐ Fee for services
- ☐ Availability of the entity to provide services (*Indicate which campus/school—Vacca/Mcneel School, Mt. Meigs/Wallace School or both*)
- ☐ Service delivery model or approach
- ☐ A plan for professional learning, which may include recent professional development activities and projected opportunities
- ☐ Letter of support from a current/former client or employer, which should specifically address the capacity in which services have been provided
- ☐ Provide a copy of state-issued identification to be submitted for a mandatory background check, for each individual providing direct services
- ☐ Provide a copy of licensure/certification, for each individual providing direct services
- ☐ Proof of vendor registration with the State of Alabama Accounting and Resource System (STAARS) which may be completed at:
<https://procurement.staars.alabama.gov>
- ☐ Act 2001-955 requires the Disclosure Statement to be completed and filed with all proposals, bids, contracts or grant proposals to the State of Alabama in excess of \$5,000. Disclosure Statements are available at: <https://ago.alabama.gov/Form>
- ☐ ACT 2011-535, as amended by Act 2012-491, requires that you enroll in the federal E-verify program if awarded the contract. A completed form must be attached. Instructions are available at <https://www.e-verify.gov>

PROPOSAL SUBMISSION

An original proposal and three copies must be submitted by **Thursday, July 25 at 4:00**. Only complete proposals will be considered. Questions and proposal submissions should be directed to:

Dr. Shakela Johnson-Ford
DYS School District
P. O. Box 66
1000 Industrial School Road (Physical Address)
Mt. Meigs, AL 36057
Telephone: (334) 215-3853
E-mail: shakela.ford@dys.alabama.gov

Selections will be made by August 1, 2019.

Upon selection of a proposal, the Department reserves the right, at its sole discretion, at any time and for any reason, to change its decision with respect to the selection and to select another proposal, or to cancel the RFP, if it is deemed by the Department to be in its best interest to do so.